

Report for Week Ending 30 October 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 19 actions requiring the printing of 199,100 copies or sets of blank forms. This represents a decrease of 14 actions and a decrease of 931,900 copies compared to last week.
- (2) One new and 4 revised forms were approved.

b. Intangible

- (1) Specifications have been prepared and ^{ARE} ~~one~~ presently being typed on the four "Official Dispatch" forms in the 53 series which are currently being revised.

- (2) The third set of paper samples submitted by [] on Form No. 640 has been received, tested and rejected as being unsatisfactory. It has been mutually agreed between the Procurement Division, O/L, and the manufacturer that the contract covering the procurement of this form be cancelled.

25X1

25X1

2. Assignment - Active

- (1) Fourteen new and 11 revised forms are pending.

3. News

- a. Final Report on United Givers Fund - Results of this solicitation reveal a 90% participation by employees of the Management Staff for a total of \$834.50. This amount represents 21% over the quota.
- b. Final Report on Public Aid Society - Results on this solicitation reveal only 57% Management Staff participation. The total amount collected amounted to \$89.80.
- c. [] is currently attending the American Management Seminar on "Forms Management, Design and Standardization" in Cleveland, Ohio. This seminar is to be conducted by []

25X1

25X1

25X1